

Superior Court of California

COUNTY OF SAN FRANCISCO

400 McAllister Street, San Francisco, CA 94102

Phone: 415-551-4000 | Website: <https://sf.courts.ca.gov>



SMALL CLAIMS INSTRUCTIONS

You will need the following forms to file your Small Claims Action:

1. INFORMATION FOR THE SMALL CLAIMS PLAINTIFF (**Form SC-100-INFO, 2 pages**)
2. PLAINTIFF'S CLAIM AND ORDER TO GO TO SMALL CLAIMS COURT (**Form SC-100, 6 pages**)

This form must be filled out completely. You may type, neatly print, or use the fillable forms online. Single sided original plus 2 copies required at the time of filing. It must be signed and dated by the party bringing the action. A separate check or money order must be remitted with each claim you file, made payable to "Clerk of Superior Court." Credit card payments can be made in person but not on the telephone (see the attached fee schedule). Please attach a note indicating first and second choices of the hearing day and time you prefer (see page 2 for the hearing schedule).

3. WHAT IS A "PROOF OF SERVICE"? (**Form SC-104B, 2 pages**)
4. PROOF OF SERVICE (**Form SC-104, 2 pages**)
5. HOW TO SERVE A BUSINESS OR PUBLIC ENTITY (**Form SC-104C, 2 pages**)
6. SERVICE BY RETURN RECEIPT BY THE CLERK, and INSTRUCTIONS (**SFSCCL-003, 3 pages**)

SFSCCL-003 is available on our webpage: <https://sf.courts.ca.gov/forms-fees/local-forms>.

If you want this office to mail your claim to the defendant by Certified Mail, include at least one copy of the completed SFSCCL-003 for each defendant, and a check for \$15.00 payable to "Clerk of Superior Court" for each defendant you wish to serve. Credit card payments can be made in person.

NOTE: If the person to whom the Certified Mail is addressed does not sign, or if the signature is clearly by someone other than the addressee, such service is invalid. If the signature is illegible, the court may (at the time of the hearing) review the signature and hold that it is not acceptable, take the case off calendar, and ask that you re-serve the claim prior to a new court hearing date. Please check the court's website at <https://sf.courts.ca.gov> at not less than 20 days after filing your claim to learn if the defendant was properly served.

7. FICTITIOUS BUSINESS NAME (Form SC-103, 1 page)

If you, as plaintiff, are suing under a fictitious business name, this form must be completed and returned to this office.

The above forms can be located here: <https://www.courts.ca.gov/forms.htm?filter=SC>

Small Claims Hours and Location

Office Days and Hours: 400 McAllister Street, Room 103
Monday through Friday, 8:30 AM to 12 PM and
1 PM to 4 PM (closed from 12 PM to 1 PM)

ACCESS/Self-Help Center: 400 McAllister Street, Room 512
<https://www.sfsuperiorcourt.org/self-help>

Hearings are held in Dept. 506 on the following Days and Times

Days	AM Session			PM Session			
Monday	8:30 AM		11:00 AM Order of Examination	1:30 PM	3:30 PM	5:30 PM First and Third Monday of the Month	
Tuesday		10:00 AM		1:30 PM	3:30 PM		
Wednesday	8:30 AM	10:00 AM		1:30 PM	3:30 PM		
Thursday	8:30 AM		11:00 AM Order of Examination	1:30 PM	3:30 PM		
Friday	8:30 AM	10:00 AM		1:30 PM	3:30 PM		

- **Rental debt cases are heard at 1:30 PM in Dept. 506.**

Order of Examinations Days and Time: Monday AND Thursday, 11:00 AM.

For Basic Small Claims Information, Forms and Fees, visit <https://selfhelp.courts.ca.gov/small-claims-california>

Small Claims Fees Effective on January 1, 2024

<i>Filings</i>	Plaintiff's or Defendant's Claim under \$1,500	\$30.00
	Plaintiff's or Defendant's Claim between \$1,500 and \$5,000	\$50.00
	Plaintiff's or Defendant's Claim between \$5,001 and \$12,500	\$75.00
	Over 12 Plaintiff's or Defendant's Claim filed by the same party in the preceding 12 calendar months	\$100.00
<i>Issuance</i>	Writ of Execution	\$40.00
	Abstract of Judgment	\$40.00
	Application for Order of Examination of Judgment Debtor	\$60.00
<i>Miscellaneous</i>	Postponement (Continuance or Reset) of Hearings	\$10.00
	Service of Claim by Certified Mail	\$15.00
	Certification of Documents	\$40.00
	Photocopy per page	0.50
	Notice of Appeal	\$75.00
	Certificate of Facts re: Unsatisfied Judgment to Court	\$15.00
	Certificate of Facts re: Unsatisfied Judgment to DMV	\$25.00
	Payment of Judgment to the Court	\$20.00
	Motion to Vacate	\$20.00
	Exemplification (Sister State Judgment)	\$50.00
	Renewal of Judgment	\$45.00
	Searching Records Files (for each search longer than 10 minutes)	\$15.00
	Reset on Application for Order of Examination of Judgment Debtor	\$60.00